

**SAP Training**



## Agency Funding Approval OM250



Slide 1

**Notes:**

## Prerequisites

- BEACON Overview BC100
- SAP Basic Navigation BC110
- Organizational Management Overview OM200
- Organizational Management for Agencies OM210



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**Instructor Notes:**


Participants should have these prerequisites completed BEFORE attending this course.

**Notes:**

## SAP Training — Welcome

Welcome to the Agency Funding Approval course.

- Introductions
- Sign the Training Attendance Sheet
- Classroom Etiquette
- Cell phones off
- No side conversations





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Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.

## **Notes:**

Also ensure that others have a quality training experience. Please turn your cell phones off during class so others are not disturbed.

Course Map – Agency Funding Approval


Lesson 1: Terms and Concepts

Lesson 2: Workflow

Lesson 3: Maintain Position (PO13)

Lesson 4: Mass Updates

Lesson 5: Course Review



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**Notes:**

## Course Objectives



Upon completion of this course, you should be able to:


- Define key terms and concepts
- Describe the Crosswalk between NCAS and SAP
- Identify the relationship between OSC HR/Payroll and Salary Control
- Execute the Match Code search function
- Process Workflows
- Display or update funding infotypes
- Describe the process for Batch Updates

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**Notes:**



## Welcome: Strategy for Training





- Tell me**  
**Concepts**  
Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
- Show me**  
**Demonstrations**  
Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
- Let me**  
**Exercises**  
Student will complete the exercises which allows for hands-on practice in class – HANDS ON
- Support me**  
**Availability**  
Instructor will be available to answer questions while the students complete the exercises

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**Notes:**

## Reference Materials

- Job Aids
- Exercise Guide
- Online help
  - Simulations



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## Job Aids

In addition to the Student Guide, these quick references are available online via the BEACON University web site:

- Position Actions Descriptions
- OM Infotypes Descriptions
- Field Definitions for OM Position Actions

## Exercise Guide

The position and job data in this course are representative of “real” data in your work environment. However, the position action scenarios and exercises included in this course have been created solely for the purpose of training.

## Online Help

Online Help can be accessed in two ways:

- a. BEACON University
- b. Help menu in OSC HR/Payroll SAP (Help > BEACON Help)

Either method provides step-by-step procedures (also called Business Process Procedures or BPPs). In addition, you can link to simulations (although not all procedures have simulations).

## Notes:

Course Map – Agency Funding Approval


Lesson 1: Terms & Concepts

Lesson 2: Workflow

Lesson 3: Maintain Position (PO13)

Lesson 4: Mass Updates

Lesson 5: Course Review




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**Notes:**

## Lesson 1 Objectives

Upon completion of this lesson, you should be able to:

- Recall terms and concepts from OM200
- Explain the importance of the validity period
- Execute the Match Code Search function
- Explain the Crosswalk concept




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**Notes:**



## Review Quiz



### Question


1. The ZOMA069 transaction is used to \_\_\_\_\_.
2. OM objects: S = \_\_\_\_\_, P = \_\_\_\_\_,  
C = \_\_\_\_\_, O = \_\_\_\_\_.
3. In HR/OM a screen of related data is called an \_\_\_\_\_ and is used to attach information (attributes) to the above Objects.
4. Position information determines how overtime, holiday, and premium pay is calculated and paid out. True or False?
5. Every infotype has a validity date. True or False?
6. Org. units are related (connected) to \_\_\_\_\_ and \_\_\_\_\_.
7. Positions are related (connected) to \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
8. Jobs are never directly related (connected) to \_\_\_\_\_.

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**Notes:**



Review Quiz






Question

9. A validity period consists of a \_\_\_\_\_ date and an \_\_\_\_\_ date.

10. The command field allows you to jump directly to a \_\_\_\_\_. (Hint: PO13 or PPOSE.)

11. You should save time by only hitting Save and not Enter first. True or False?

12. These icons mean?  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_.

13. Which of the above icons is never used?

14. In SAP the NCAS company code is \_\_\_\_\_. Only DOT and Employment Security Commission (ESC) belong to company code \_\_\_\_\_.

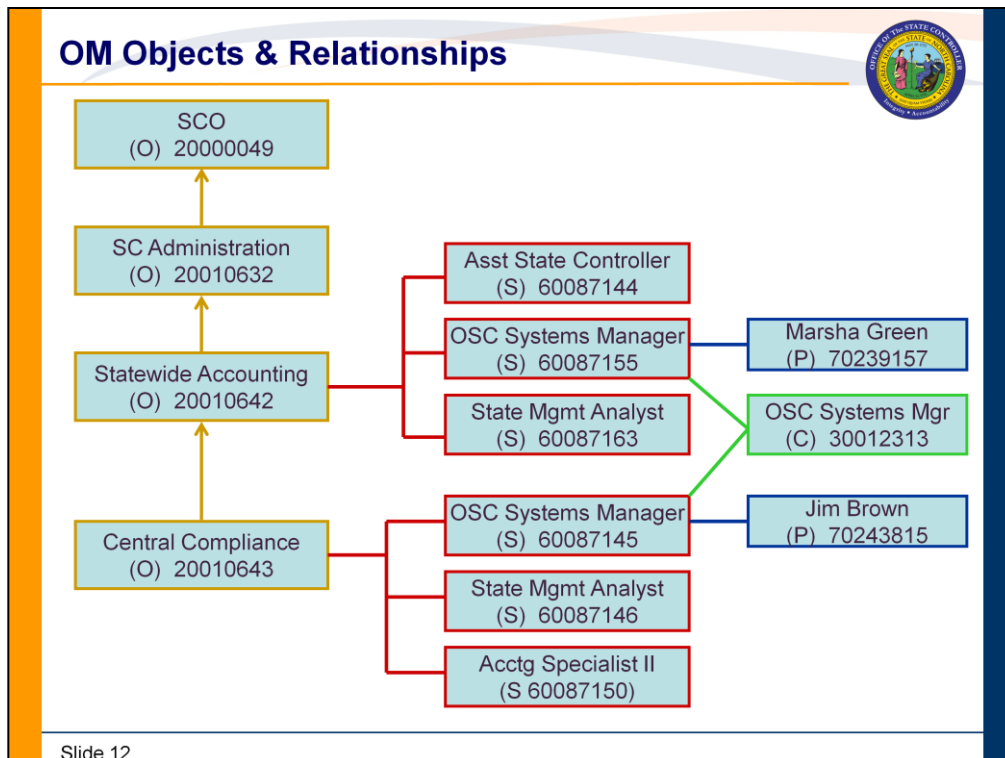
15. Each of these objects start with a different number. What are they?  
Org. units \_\_\_\_\_, Positions \_\_\_\_\_, Jobs \_\_\_\_\_.

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**Notes:**

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The primary Objects in organizational management are:

- Organizational Unit (O)
- Job (C)
- Position (S)
- Person (P)

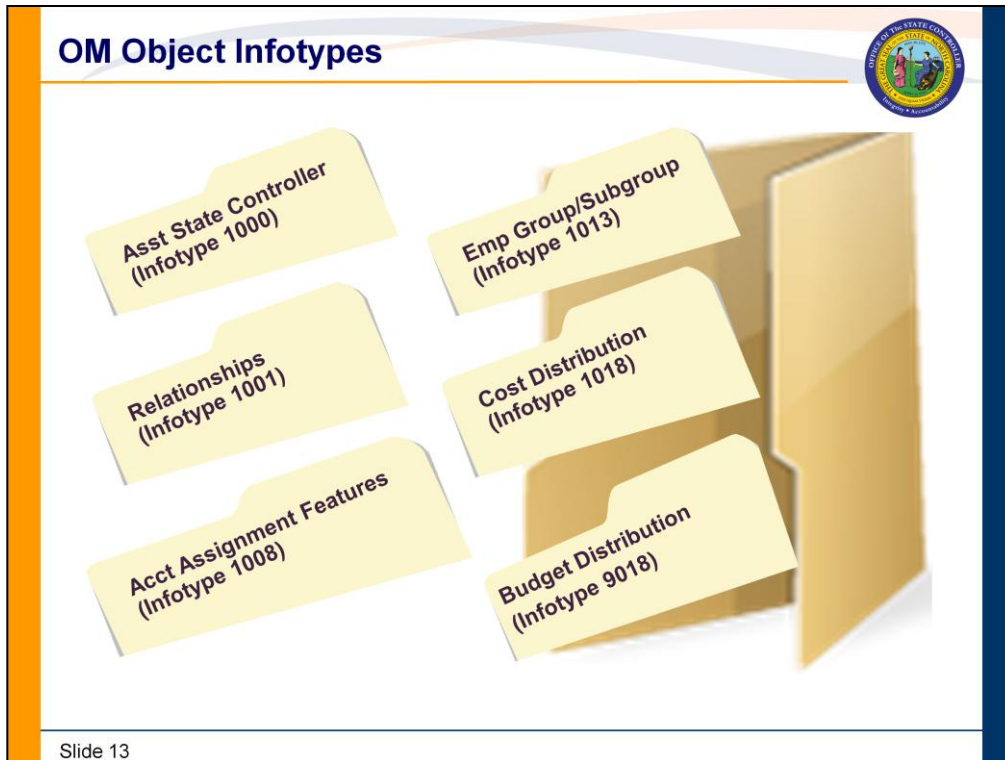
## Notes:

Each of these Objects have Infotypes which track:

- Attributes (tracks information such as funding, employee group/sub-group, etc.)
- Relationships (connects one object to another). All Objects in Organizational Management have a relationship infotype.

Organizational (Org) Units are related to Org Units in a hierarchal structure, just like any business organizational chart. As shown in the example above: Central Compliance (20010643) reports to Statewide Accounting (20010642) which reports to SC Administration (20010632) which reports to SCO (20000049).

Positions are related to Org Units and Jobs. In the above example: Central Compliance (20010643) has the positions: OSC Systems Manager (60087145), State Management Analyst (60087146), and Accounting Specialist II (60087150). Statewide Accounting Org Unit (20010642) has the positions: Asst State Controller (60087144), OSC Systems Manager (60087155), and State Management Analyst (60087163). Both OSC Systems Manager positions (60087145 and 60087155) are created from Job OSC Systems Manager (30012313). Position 60087145 is held by Jim Brown (70243815) and Position 60087155 is held by Marsha Green (70239157).



Infotypes are screens of information about a position. Each infotype has a name and numerical code (at the current time, the infotype codes shown here do not display on the infotype screen). As illustrated above, infotypes are similar to grouping pieces of information together into a single file folder. A position has several infotypes as listed below. :

## Notes:

- IT1000 Object (holds short and long name)
- IT1001 Relationships (one for each relation such as S-O, S-C, S-P)
- IT1008 Acct Assignment Features (defines the Company code, Personnel area/Subarea, etc.)
- IT1011 Full Time Equivalent (defines the hours per day, week, month, year & percentage)
- IT1013 Employee Group/Subgroup (defines the employee group and subgroup)
- IT1018 Cost Distribution (used for financial information such as cost center, fund, functional area, etc.)
- IT9018 Budget Distribution (salary and reason a revision is being made)

As a Funding Approver, you will work with two infotypes that hold the position funding information: Cost Distribution and Budget Distribution. These infotypes are sometimes referred to as 1018 and 9018 respectively.

Position Infotypes for Funding

Display Cost Distribution

Infotype 1018

Position00000050004CHIEF DEPUTY III

Planning StatusActive

Start date12/01/2007to12/31/9999

Change Information

Cost Distribution01 S 60035944 1

Master cost center1699999999DENR

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
NC01	1611180000	100000001124		ADM-EXECUTIVE OFCS	100.00	1601177

Slide bar to see more data

Entry1 of 1

Record1 of 2

Budget Distribution

IT9018

Total Budgeted Amount:120,729.00

Action/Reason Code110

Budgeted Amount	Pct	Co	BusA	COAr	Re	Cost Ctr	Order	WBS	FMA	Fund	Functional Area	Grant	Funds Center
120,729.00	100.00	NC01	1600	NC01	K	1611180000	100000001124	0	NC01	161140001	600000000000000001		

IT1018 Data plus Budgeted Amounts

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You will access the infotypes via either your Inbox (to process a position e ZOMA069 Workflow or a personnel ZPAA076 Workflow) or via PO13 Maintain Position (because the process did not require Workflow). Regardless of the way in which you access the infotypes, you will follow the same process to update funding information.

Notes:

**Cost Distribution (IT1018)** includes the Cost Center, internal order and fund information. The relevant fields are:


- COAr – Controlling Area (Always NC01)
- Cost ctr – Cost Center
- Order – Internal Order (the description field currently holds NCAS company and center). **NOTE:** Since DOT has SAP Financials, their Internal Order numbers have meaning and are used to track specific costs.
- Pct – Percent (that applies to applicable line)
- Fund – Fund
- Functional Area (defaults – 16 digits, always G0000000000000001)

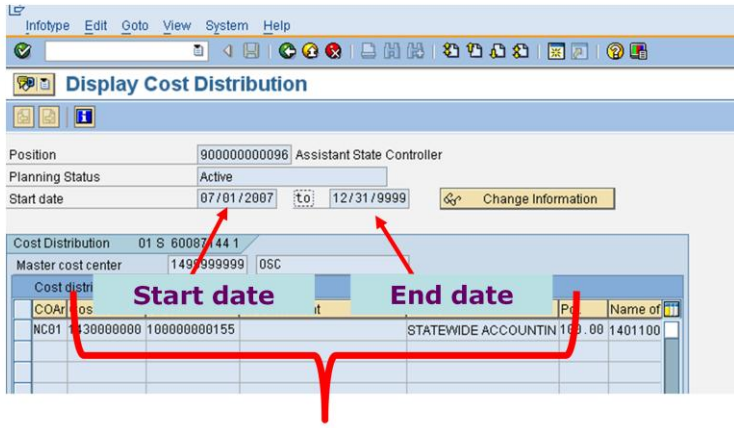
The remaining fields automatically populate with a description based on the entries made in the fields listed above. The “Name of Auxiliary Account” field displays the NCAS Company and Center value.

**Budget (IT9018)** includes the budgetary amount for the position as well as the reason a change is being made.

## Validity Periods

- Start and end dates that define the life span of an infotype





Validity Period

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All infotypes must have an effective (start) date and an ending date, which is called the **validity period**. Although you will always know the start date of a record, you usually won't know the end date. For example, if a position is created or funding is revised today, the end date for either of those records is unknown. To accommodate for that uncertainty, OSC HR/Payroll SAP allocates an end date of December 31, 9999 (sometimes referred to as the end of time) for all current records. When a new record is created, OSC HR/Payroll SAP automatically applies the appropriate end date to the previous record.

When a position record is revised, the old record is not lost or overwritten (unless it is a correction entry), it just ceases to be the most current record. The old record remains in the system as part of the employee's history. Historical records will have actual start and end dates; the current record's end date is 12/31/9999. In case of a correction entry, the incorrect data is overwritten because you obviously don't need a historical record of the incorrect data.

## Notes:


## Delimit (1 of 2)

- Application of an end date to a previous record
- History is created
- End date becomes the day before the effective date of the newly created record

**New Position Created**

Start  To

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**Delimit** means to put an end date on a previous record. When the new record for an infotype is created, OSC HR/Payroll SAP automatically delimits the previous record to one day prior to the new record's effective date, thereby preserving history. Any record with an end date other than 12/31/9999 has been delimited. The same concept about validity periods and delimiting records is applicable to employee records in Personnel Administration (PA).

In the example illustrated above, a new position record was created in Organizational Management (OM) when the position was created. At the time the position was created, OSC HR/Payroll SAP automatically assigned 12/31/9999 as the end date.

## Notes:

Delimit (2 of 2)



Former Record - New Position

Start11/17/2007To03/31/2008

Position Revised – Reallocated

Start04/01/2008To12/31/9999

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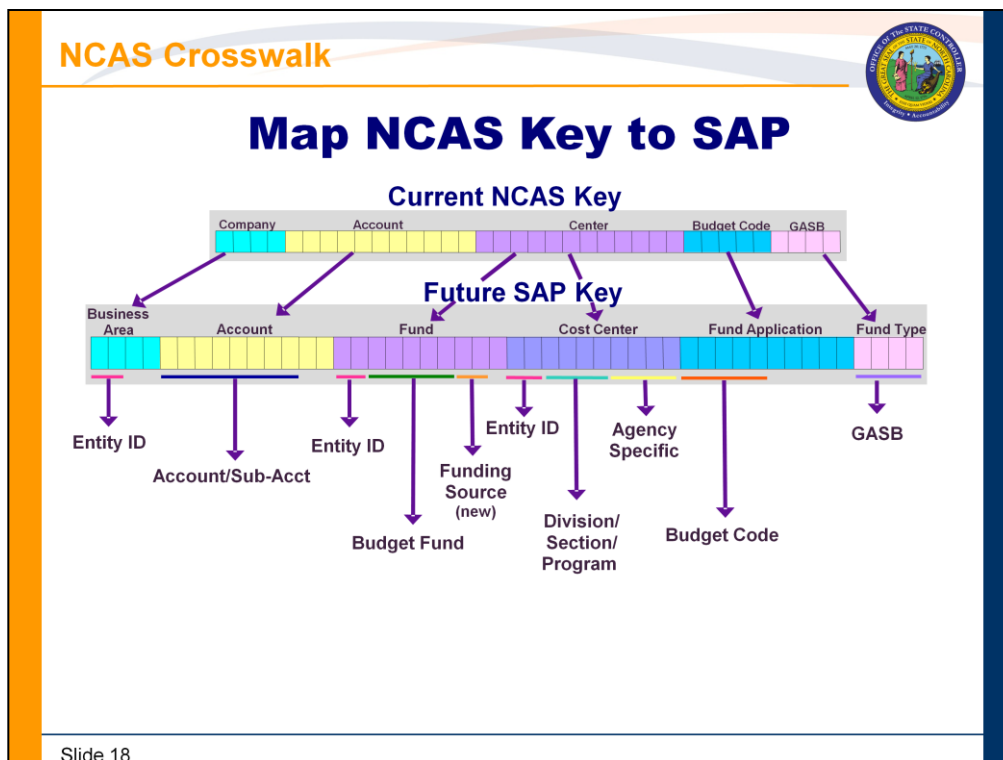
When another position record is created or revised, OSC HR/Payroll SAP automatically delimits the former record *one day prior* to the new record, because records must not overlap. For example, a position cannot be active and abolished at the same time (or an employee cannot be single and married at the same time).

## Notes:

Continuing with our example, the position was reallocated 4/1/2008. The reallocation now becomes the current position record with an end date until the end of time. OSC HR/Payroll SAP automatically delimited the former record (Create Position) to 3/31/2008 when the effective date of the reallocation was entered.

Since OSC HR/Payroll SAP is date driven, it is important to understand the concept of records using validity periods, with beginning and ending dates. This allows many records to exist for positions in OM and employees in PA. You can retrace a position or an employee's records throughout the entire history with the organization.

As you are performing the exercises during this course, observe the previous data that is delimited.



Until all sub-modules of SAP have been implemented, there will be interfaces that crosswalk information from OSC HR/Payroll SAP system to the old Salary Control System (SCS) and NCAS.

## Notes:

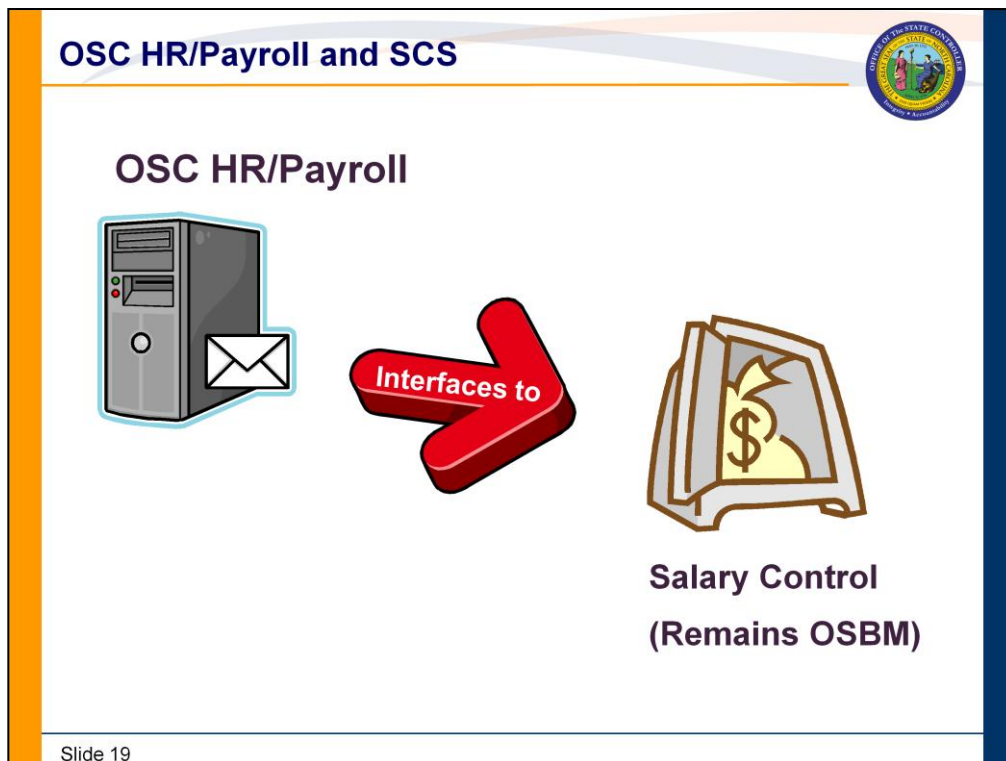
Salary reserve information is currently interfaced from PMIS to SCS. Since OSC HR/Payroll SAP replaced PMIS, a new interface will send salary reserve information from OSC HR/Payroll SAP to the SCS. There will be a update that is run nightly.

Until the SAP Financials have been implemented, the Order (Internal Order) field will hold the NCAS Company and cost center.

**NOTE:** Since DOT already has SAP Financials, their Internal Order numbers have meaning and are used to track specific costs.

### **Current Funding Sources:**

- 01 Appropriated
- 04 Federal
- 05 Other Receipts
- 10 Highway (ONLY FOR DOC)



The salary reserve information that is interfaced from OSC HR/Payroll SAP to the SCS sends relevant information and creates an output file. The file will be placed on a secure FTP (File Transfer Protocol) server.

## Notes:


The Salary Control Interface Program is made up of two programs:

- (a) The beginning balances at the beginning of the fiscal year
- (b) The nightly run for daily changes

Over the course of the fiscal year, there are many changes that affect positions budgets and employees salaries and labor distributions. For example, new employees are hired, employees leave, promotions, demotions, and transfers occur. These changes have an impact on Agency budgets and salary reserves. As these changes occur, the interface program will flag the changes and record them in a text file. When the nightly batch job runs, the employees and positions that have been flagged are processed and the required fields are recorded in a text file.

Both interface programs will use the same output file. The interface program will generate a text file containing the SAP position number, new and previous personnel area, new and previous Organization Unit, new and previous hours, total position salary amount and individual position salary amounts (in the case of split funded positions), previous total position salary amount, previous individual position salary amounts, employee name, actual and previous annual salary amount, new and previous budget code in NCAS, old and previous fund code in NCAS, new and previous GL accounts in NCAS, new and previous center in NCAS, the reason code/action code (identifies type of change such as promotion, transfer, new hire, etc. when it applies).

## Match Code Search



### Maintain Position

**Use the drop-down to search**

Plan version: Current plan

Position:

Abbr.:

Active
Planned
Submitted

**Infotype Name**

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Full Time Equivalent

Employee Group/Subgroup

Search Term
Structure Search
Abbreviation and Name
Search Term with Rest...

Search Term

\*

Activates a pop-up window allowing search via different criteria:  
Terminology, Structured, Abbreviation/Name, With Restrictions,  
Free Form, Planning Status

The **matchcode** button is available in many fields in OSC HR/Payroll. Depending upon the field that you are in, the matchcode option allows you to either select from a drop-down list or to enter search criteria. The graphic above illustrates the various types of search criteria that can be entered in PO13. As you can see there are 6 different tabs, with each tab allowing you a different search option. Each tab can be used with the wildcard \* (asterisk). Using the \* allows you to further narrow your selection criteria.

## Notes:


As a Funding Approver, you will most often use:

- **Search Term:** Enter the working title in the long description field.
- **Structured Search:** Displays the organizational structure so that you can search for a position in a specific Org Unit.
- **Abbreviation and Name:** Enter the Agency naming convention to display the short description which differs by Agency.
- **Free Search:** Use to specify detail search criteria that cannot be found in other search functions (such as cost center), similar to ad hoc reporting tool

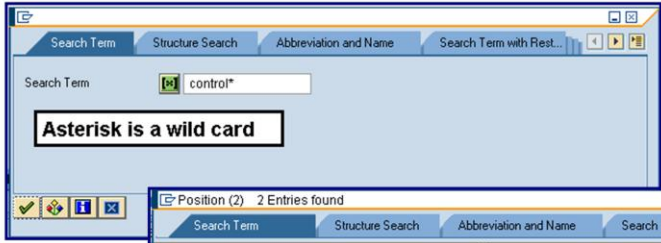
Additional search options are:

- **Search Term with Restrictions:** Use to specify if specific information should or should not exist (for example, cost distribution)
- **Search Position with Planned Action:** A custom tool built for Workflow Initiators

## Wildcard



Placement of the wildcard determines search results



Position (2) 2 Entries found

Search Term    Structure Search    Abbreviation and Name    Search Term wit...

Plan Version: 01  
Object Type: S

**Results: all titles that start with the word control.**

ObjectID	Object abbr.	Object name	OrgUnit abbr	Start date	End Date
60014108	804000000176	CONTROLLER, DOA	O 20001545	07/01/2006	12/31/9999
60037445	001020000196	CONTROLLER - DHHS	441000110000	07/01/2006	12/31/9999

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## Notes:


The placement of the wildcard (\*) determines the type of results you receive as shown in the examples below. The wildcard can be used in any of the 6 search tabs.

- **\*Control** results in a list of positions that end in the word *Control*.
- **Control\*** results in a list of positions that begin with the word *Control*.
- **\*Control\*** results in a list of positions where the word *Control* may display anywhere in the position title.

## Instructor Demonstration # 1.1

- The instructor will use Free Search to perform the following searches:
  - Cost center 1721170000
  - Order 100000000151
  - Fund 301250001






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The instructor will use data from the student's exercise to demonstrate.

**Notes:**

## Exercise # 1.1

- Using Free Search perform the following searches and answer the questions in your Exercise Guide:
  - Cost center 1721170000
  - Order 100000000151
  - Fund 301250001



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**Notes:**

## Lesson 1 Review



In this lesson, you learned to:

- Define various OM objects
- Explain the importance of the validity period
- Execute the Match Code Search function
- Explain the Crosswalk concept

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**Notes:**

Course Map – Agency Funding Approval


Lesson 1: Terms & Concepts

**Lesson 2: Workflow**

Lesson 3: Maintain Position (PO13)

Lesson 4: Mass Updates

Lesson 5: Course Review



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**Notes:**

## Lesson 2 Objectives

Upon completion of this lesson, you should be able to:

- Describe the ZOMA069 Workflow process
- Select an applicable PCR from the Inbox
- Add the funding
- Approve the PCR to the next level
- Determine where the PCR will be sent


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**Notes:**



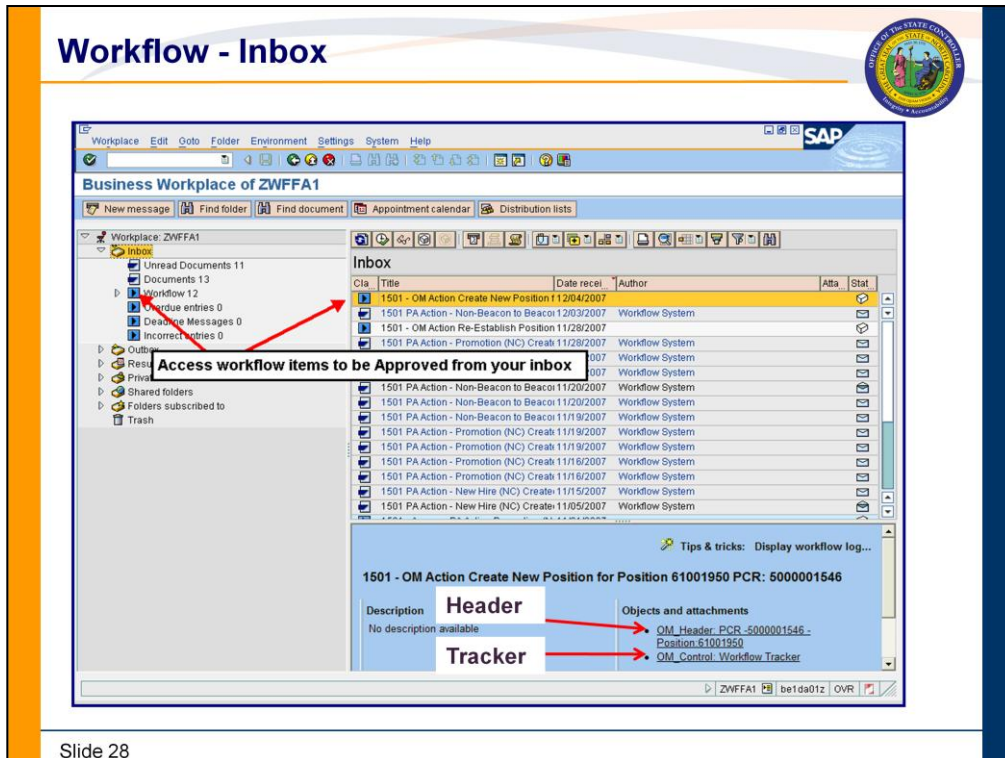
## Funding via Position Actions



- The majority of funding transactions are processed via Actions:
  - ZOMA069 for OM (positions)
  - ZPAA076 for PA (personnel)
- OM and PA Actions require Workflow
- OM and PA Actions are created by the Initiator
- Funding Approver accesses the Cost tab in the OM or PA Action

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OM Actions	PA Actions	Notes:
<ul style="list-style-type: none"> <li>• Create New Position</li> <li>• Re-establish Position</li> <li>• Reallocate Position Up</li> <li>• Reallocation Position Dow</li> <li>• Reallocation Position Horizontal</li> <li>• Position Adjustment from Auth</li> <li>• Reallocate Position Differential</li> <li>• Remove Position Differential</li> <li>• Abolish Position</li> <li>• Position Transfer</li> <li>• Position Hours Change</li> <li>• Position Employee Group/Subgroup Change</li> <li>• Position County Change</li> <li>• Change Supervisor of Position</li> </ul>	<ul style="list-style-type: none"> <li>• New Hire</li> <li>• Promotion</li> <li>• Non-Beacon to Beacon</li> <li>• Separation Pay Continuation</li> <li>• Separation</li> <li>• Transfer</li> <li>• Reinstatement</li> <li>• Reallocation</li> <li>• Appointment Change</li> <li>• Quick Entry</li> <li>• Investigatory with Pay</li> <li>• Suspension</li> <li>• Salary Adjustment</li> <li>• Cancel Salary Adjustment</li> <li>• Range Revision</li> <li>• Career Progression</li> <li>• Demotion</li> </ul>	



A separate course, WF220 BEACON SAP Workflow describes the workflow process in detail. A brief summary is included here.

## Notes:

As previously mentioned, one of the ways you may access funding infotypes is via Workflow because the Initiator created the Action, such as those listed on the previous page. In those cases, the Funding Approver is the first approval level in the process (in Personnel Administration, funding is the last level in the approval process). When the Initiator creates the Action, a Personnel or Position Change Request (PCR) number is generated. In order to approve the PCR, you must access your Inbox.

After selecting the applicable PCR, you should first access the Position Header link in order to review the accuracy of data associated with the PCR. In OM you will see the General, Addresses, and Time tabs. In PA you will only see the General tab. Although you can view the tabs, you cannot make changes. If an error has been entered, you must return the PCR to the Initiator with a note indicating the correction that needs to be made.

After viewing the pertinent information, you will enter funding data on the Cost tab.

Position Infotypes for Funding

Display Cost Distribution

Infotype 1018

Position: 00000050004 CHIEF DEPUTY III  
Planning Status: Active  
Start date: 12/01/2007 to 12/31/9999  
Change Information

Cost Distribution: 01 S 60035944 1  
Master cost center: 1699999999 DENR

Cost distribution

COAr/Cost ctr	Order	WBS element	Name	Pct.	Name of
NC01 1611180000 10000001124			ADM-EXECUTIVE OFCS	100.00	1601177

Slide bar to see more data

Entry 1 of 1  
Record 1 of 2

Budget Distribution

IT9018

Total Budgeted Amount: 120,729.00  
Action/Reason Code: 110

Budgeted Amount	Pct.	Co	BusA	COAr	Re	Cost Ctr	Order	WBS	FMA	Fund	Functional Area	Grant	Funds Center
120,729.00	100.00	NC01	1600	NC01	K	1611180000	10000001124	0	NC01	161140001	6000000000000001		

IT1018 Data plus Budgeted Amounts

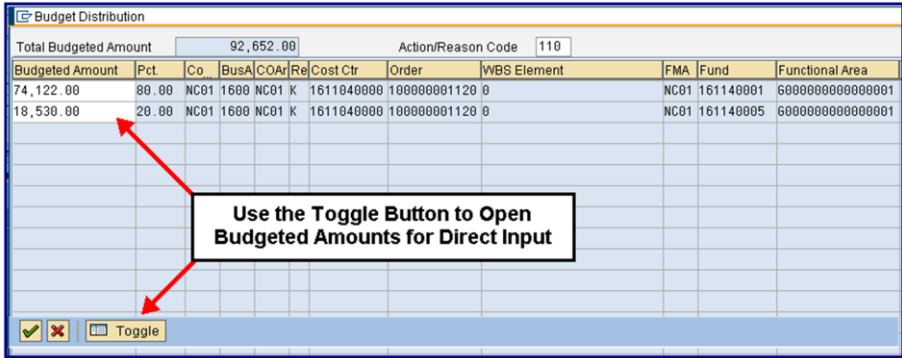

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On the Cost Tab, enter the data as applicable in the funding fields. After you save and press Enter, the Budget Distribution screen is displayed. You will, at a minimum, enter the reason for the funding update. The reason code displays on BI Position Reports and is sent to the Salary Control System.

You can view IT9018 separately from IT1018, by scrolling down on the Maintain Position screen and selecting the *Display Budget* infotype. You can only view budget information here however, you must make changes via IT1018.

Notes:

## Salaries Must Be Whole Dollar Amounts



**Budget Distribution**

Total Budgeted Amount: 92,652.00      Action/Reason Code: 110

Budgeted Amount	Pct	Co	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Functional Area
74,122.00	80.00	NC01	1600	NC01	K	1611040000	1000000001	120 0	NC01	161140001	6000000000000001
18,530.00	20.00	NC01	1600	NC01	K	1611040000	1000000001	120 0	NC01	161140005	6000000000000001

Use the Toggle Button to Open Budgeted Amounts for Direct Input

Toggle


The salary amounts in the Budgeted Amount column must be in whole dollar amounts. Therefore, if you enter the percentages in split funding and the dollar amounts display as other than whole dollars, you will use the 'Toggle' button to open the 'Budgeted Amount' fields. Use this feature to change amounts to whole dollars. After you change the amounts to whole dollars, OSC HR/Payroll SAP will automatically re-adjust the percentages as applicable (although the change is slight and will probably not be reflected on the screen).

**Notes:**

Use the 'Toggle' button again to close the 'Budgeted Amount' fields and open the 'Total Budgeted Amount' field.

The 'Toggle' button allows you to jump back and forth between 'Total Budgeted Amount' and the 'Budgeted Amount' detail lines.

**Process Workflow**



**Decision Step in Workflow**

Workflow Create

1501 - OM Action Create New Position for Position - 61001950 PCR: 5000001546

Choose one of the following alternatives

Approve change

Return to initiator

Cancel and keep work item in inbox

**Approve Change to Finish**

Description

Workflow status: In Process

Please review the information in this screen and make your choice as follows:

Approve change - the request will continue onto the next approver or processor.

Objects and attachments

- OM\_Header
- OM\_Control

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After you review the PCR, enter the funding information and save it, the *Decision Step in Workflow* is displayed and you can choose to:


## Notes:


- Approve the PCR and send it to the next level. It is important to note that you should never simply approve the PCR without first opening it and entering the funding data on infotypes 1018 and 9018.
- Return the PCR to the Initiator. If you select this option, you will be required to write a note to the Initiator indicating the reason you are rejecting it.
- Cancel the PCR and keep it in your Inbox so that it is not available for other Approvers at your level. You can use this option when you need to research information before applying the funding and sending the PCR to the next level.

## Instructor Demonstration # 2.1

The instructor will demonstrate how to:

- Access the Salary Adjustment PCR for George Crumley
- Read the Initiator note
- Enter a new budget amount
- Send to the next approval level





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The instructor will use data from the student's exercise to demonstrate.

### **Notes:**

## Exercise # 2.1



- Access your Inbox and find the Salary Adjustment PCR for George Crumley
- Access the PCR and read the Initiator note
- Enter the a new budget amount
- Send to the next approval level



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**Notes:**

## Exercise # 2.2



- Access your Inbox and find the Reallocation PCR for Eunice Rivera
- Access the PCR and read the Initiator note
- Enter the budget data
- Send to the next approval level



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**Notes:**

## Lesson 2 Review

In this lesson, you learned to:

- Describe the Workflow ZOMA069 process
- Select an applicable PCR from the Inbox
- Add the funding
- Approve the PCR to the next level
- Determine where the PCR will be sent

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**Notes:**



Course Map – Agency Funding Approval


Lesson 1: Terms & Concepts

Lesson 2: Workflow

Lesson 3: Maintain Position (PO13)

Lesson 4: Mass Updates

Lesson 5: Course Review



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**Notes:**

## Lesson 3 Objectives

Upon completion of this lesson, you should be able to use PO13 to:

- Display funding information related to a position
- Update various fields on IT1018 and IT9018
- Process revisions due to fund splitting
- Correct an error

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**Notes:**




## When to Use PO13 for Funding

It is appropriate to use PO13 to revise the following position data:

- Make revisions:
  - Cost Center
  - Fund
  - Internal Order
- Create split funding or change percentages on existing split
- Correct an error

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As indicated in a previous lesson, most funding is processed via your Inbox. However, there are a few instances when it is applicable to use PO13 (Maintain Position).

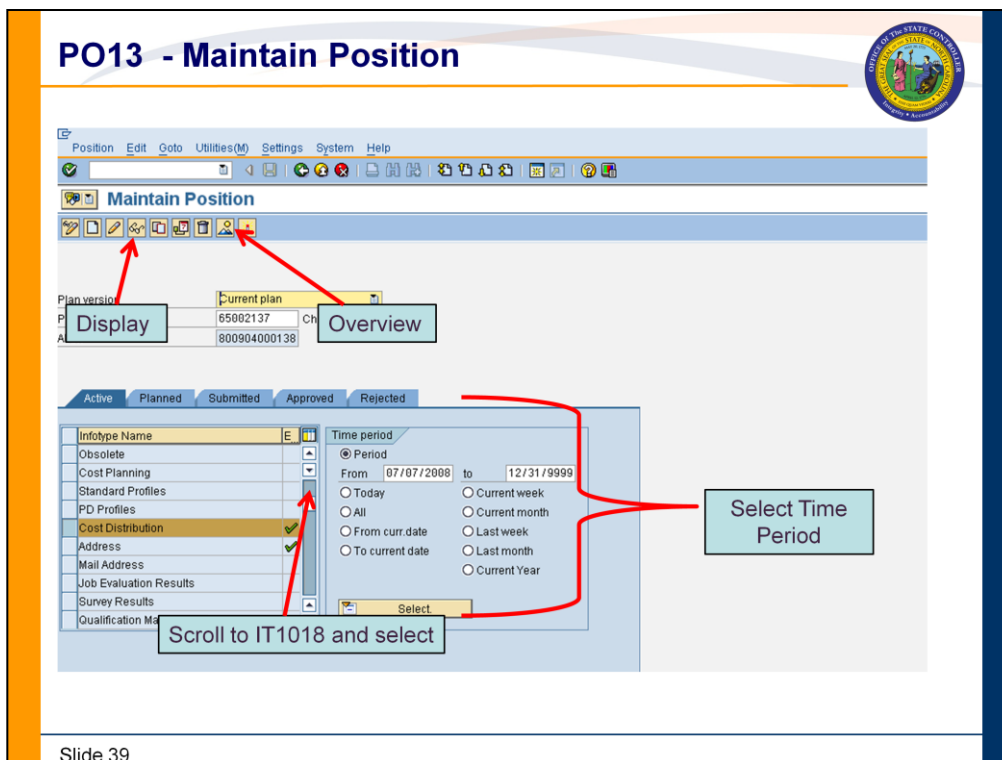
## Notes:

You may use PO13 to revise the Cost Center, Fund, or Internal Order data and to add or revise split funding. In addition, you can correct errors using PO13. And finally, if the funding information was inadvertently omitted during an Action (ZOMA069 or ZPAA076), you can use PO13 to add the missing data. However, the latter case should be a rare occurrence, since Funding Approvers should always click the Cost tab in an Action to enter funding data before approving the PCR.

The reasons in the PO13 drop-down list that you will use are:

- 110 Source of Position's Fund Change
- 111 Position budgeted Salary Change
- 112 Legislative Increase for Position

You will see several other reasons in the drop-down list, but they are not appropriate for you to use (although OSC HR/Payroll will not stop you from doing so).



To access the Maintain Position screen, enter PO13 in the Command Field on the Easy Access screen. On the Maintain Position screen, you will enter the position number, time period, and select the infotypes you are going to update: IT1018 or IT9018. You should be aware that the number of the last object you recently accessed will automatically display in the Position field, even if that object was an Org unit or a Job; therefore, ensure that the field contains the position number.

From the Maintain Position screen you can:

- View position funding infotypes
- Update position funding infotypes

## View Position Funding Infotypes

To view the funding infotypes (IT1018 and IT9018), select the Cost Distribution infotype and click either the Display (glasses) icon or the Overview (mountains). The Display icon allows you to see the full infotype screen while the Overview shows you a list or summary of the entries made for the Infotype.

The Budget infotype can be seen by pressing Enter when you are on the Cost Distribution screen. As mentioned previously, you can also select Display Budget to see IT9018 instead of going through IT1018.

## Notes:

## Updating Position Funding Infotypes

Use Copy button and change the date to create history

CostDistribution Create

Previous record will be delimited at end. Do you want to save?

Yes No ☒ Cancel

Use Copy button and do not change the date to erase history

CostDistribution Create

Overlapping records will be deleted Do you want to save?

Yes No ☒ Cancel

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## Update Position Funding Infotypes

To update or revise position funding data, use the Copy icon and **be sure to enter the new date** as applicable. Failure to use a new date will overwrite existing history. You should be aware that the date of the last entry on the infotype will default, so it is critical that you change the date to the new effective date. When you have correctly updated position funding infotypes, you should receive a pop-up that indicates previous data will be delimited as illustrated above.

## Correct Position Funding Infotypes


A decision was made that State HR personnel **will not use** the Pencil (Change) icon in order to correct errors. Instead, use the Copy function, but **be sure to leave the date as the original date** in order to overwrite the existing data. You will note that this is very different than the instructions in the *Update Position Funding Infotypes* section (above). When you are over-writing history, you should receive a message (shown above) that indicates the previous record will be deleted.


It is critical to understand that the entry of the date impacts whether history is maintained or erased.

## Notes:

## Instructor Demonstration # 3.1

- The instructor will use PO13 – Infotypes 1018 & 9018 to:
  - Change funding data





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The instructor will use data from the student's exercise to demonstrate.

## Notes:

## Exercise # 3.1



Effective today the Deputy Chief III position has a different cost center. Make the appropriate update to the position to indicate that 1611300000 is the new Cost Center. The budget amount did not change.

Before you make the revision, view the infotype first using the Display function.



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**Notes:**

## Exercise # 3.2



Effective today the Assistant Secretary for EHNR position will be split 70% appropriated fund 161140001 and 30% receipt supported 161140005. Make the appropriate revisions to the position.



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**Notes:**

## Exercise # 3.3



Effective today the budget for the Office Assistant V will be \$35k instead of the previous amount. Make the appropriate revision to the position using the applicable reason code.



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**Notes:**

## Exercise # 3.4



The percentages for the split funding on the Assistant Secretary for EHNR was entered incorrectly. Make the correction on the position funding.



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**Notes:**

## Lesson 3 Review

In this lesson, you learned to:

- Display funding information related to a position
- Update various fields on IT1018 and IT9018
- Process revisions due to fund splitting
- Correct an error

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**Notes:**



Course Map – Agency Funding Approval


Lesson 1: Terms & Concepts

Lesson 2: Workflow

Lesson 3: Maintain Position (PO13)

Lesson 4: Mass Updates

Lesson 5: Course Review



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**Notes:**

## Lesson 4 Objectives



Upon completion of this lesson, you should be able to:

- Describe the Mass Update process
- Identify the factors that determine when Mass Update can or cannot be used
- List the Agency responsibilities
- Describe BEST responsibilities


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**Notes:**



## Process Mass Updates

- BEST assists if more than 200 positions need to be changed
- Position Mass Updates cannot be Actions
- Agency uses BI report B0149 to identify positions
- Agency submits ticket to BEST to request 1018 Mass Update form
- BEST agrees to use program to perform updates
- Agency finalizes Excel spreadsheet




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If an Agency is faced with changing hundreds of funds, funds sources, percentages, or Cost Centers on positions, BEST Shared Services can run a program to do a mass update from an Agency spreadsheet. It is important to note that the types of changes that can be done via the mass update **does not include Actions**, such as create, transfer, reallocate, change county, etc.

To qualify for the use of the BEST mass update option, the Agency must have 200 or more positions that need to be updated. The Agency can use BI report B0149 to identify and analyze position data. The Agency creates a ticket with BEST to request the *1018 Mass Update* form. When BEST receives the form, the request is evaluated and either the mass update is scheduled or rejected.

## Notes:

## BI Report B0149



Org Unit	Position	Fund Applctn	Fund	Funding Source	Cost Center	NCAS Financial Key	Fund	Percent
20000050 Information Technology	60087575 NETWORKING ANALYST	24667	412700001	Appropriated	4110006000	410227204960		10.00
20000050 Information Technology	60087575 NETWORKING ANALYST	24667	412750005	Receipts	4110250000	410227307012		50.00
20000050 Information Technology	60087575 NETWORKING ANALYST	74660	417110004	Federal	4110260000	410227204901		20.00
20000050 Information Technology	60087575 NETWORKING ANALYST	74660	417200004	Federal	4120001100	410227207011		20.00
20001612 ADMIN DSLEG STATE CAP POL DP CHF Ex Pr 1	60014429 PUBLIC SAFETY OFFICER	14100	131623001	Appropriated	1316230000	13011623		100.00
20001612 ADMIN DSLEG STATE CAP POL DP CHF Ex Pr 1	60014438 PUBLIC SAFETY SUPERVISOR	14100	131623001	Appropriated	1316230000	13011623		100.00
20001612 ADMIN DSLEG STATE CAP POL DP CHF Ex Pr 1	60014445 PUBLIC SAFETY OFFICER	14100	131623001	Appropriated	1316230000	13011623		100.00
20001683 DOT Counsel For Envir & Trans Issues	60014910 AGENCY GENERAL COUNSEL II	80000	151500010	Highway Funds	0000150007	#		100.00
20001683 DOT Counsel For Envir & Trans Issues	60014920 EXECUTIVE ASSISTANT I	80000	151500010	Highway Funds	0000150007	#		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60081983 REVENUE ADMIN OFF I	14700	451660005	Receipts	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60081984 REVENUE OFFICER I	14700	451660005	Receipts	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60081985 REVENUE OFFICER I	14700	451660005	Receipts	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60082005 REVENUE OFFICER I	14700	451660005	Receipts	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60082076 REVENUE ADMIN OFF II	14700	451660001	Appropriated	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60082084 INFORM PROCESSING TECH	14700	451660001	Appropriated	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60082089 REVENUE ADMIN OFF I	14700	451660001	Appropriated	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60082157 REVENUE ADMIN OFF I	14700	451660001	Appropriated	4516600000	45011660		100.00
20010054 REV ADM TC COLLECT Oic Unit Guilford	60082463 PROCESSING ASSISTANT V	14700	451660001	Appropriated	4516600000	45011660		100.00
Result								

Used to Analyze Data Before Creating Spreadsheet


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### Fields that can display on the report:

- Position
- Organizational Unit
- Cost Center
- Job
- Position City
- Job Family
- Position Address Street
- Job Pay Group
- Position Pay Area
- Job Pay Type
- Position Pay Group
- Job Branch
- Position Pay Level
- Job Pay Area
- Position Vacancy
- Job Pay Level
- Position End Date
- Job Branch
- Position Start Date
- Fund
- Position # (PMIS)
- Fund Application
- Employee Group
- Funding Source
- Employee's Name
- Fund Type
- Employee
- NCAS Financial Key
- Employee Subgroup
- Valid From
- Supervisor Position
- Valid To
- ES Grouping for CAP
- Reference SAP Position

### Notes:

## Mass Updates via Spreadsheet



Microsoft Excel - Book1

	A	B	C	D	E	F	G	H	I	J
1	From Start Date	To End Date	Cost Center	Order	WBS	Grant	Fund	Func Area	Fund Ctr	PCT
2	20071107	99991231	4210050000	100000003777			421110001			100
3	20071107	99991231	4210050000	100000003777			421110001			100
4	20071107	99991231	4210050000	100000003777			421110001			100
5	20071107	99991231	4210050000	100000003777			421110001			100
6	20071107	99991231	4210050000	100000003777			421110001			100
7	20071107	99991231	4210050000	100000003777			421110001			100
8	20071107	99991231	4210050000	100000003777			421110001			100
9	20071107	99991231	4210050000	100000003777			421110001			100
10	20071107	99991231	4210050000	100000003777			421110001			100
11	20071107	99991231	4210050000	100000003777			421110001			100
12										
13	* red indicates required fields									
14										
15										
16										

Layout represents fields on IT1018  
Batch program requires unused  
fields be included in layout

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## Notes:

Shown above is a sample of the '1018 Mass Update Layout.xls' file which will be used to make mass update changes to OSC HR/Payroll.

Currently the following fields are not being used: WBS, GRANT, FUND CTR and should not be populated however they still need to be represented on the spreadsheet. All fields (except the unused WBS, GRANT, FUND CTR) are required fields and must be completed even if there is no change to the field.

- Position – number of the position to be updated
- From Start Date – start date of the validity period (YYYYMMDD)
- To End Date – end date of the validity period (YYYYMMDD) usually 99991231
- Cost Center – cost center number
- Order – internal order number
- WBS – leave blank
- Grant – leave blank
- Fund – Funding number
- Functional Area – leave blank
- Fund Center – leave blank
- Percentage – percentage associated with the cost distribution

Multiple lines should be entered for funding splits and the appropriate percentage listed on each line.


Verify that the cost center, internal order and fund numbers are correct as there is no validation on a spreadsheet.

## Lesson 4 Review

In this lesson, you learned how to:

- Describe the Mass Update process
- Identify the factors that determine when Mass Update can or cannot be used
- List the Agency responsibilities
- Describe BEST responsibilities

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**Notes:**



Course Map – Agency Funding Approval


Lesson 1: Terms & Concepts

Lesson 2: Workflow

Lesson 3: Maintain Position (PO13)

Lesson 4: Mass Updates

Lesson 5: Course Review



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**Notes:**

## Course Review

In this course, you learned to:

- Define key terms and concepts
- Describe the Crosswalk between NCAS and SAP
- Identify the relationship between OSC HR/Payroll and Salary Control
- Execute the Match Code search function
- Process Workflows
- Display or update funding infotypes
- Describe the process for Batch Updates

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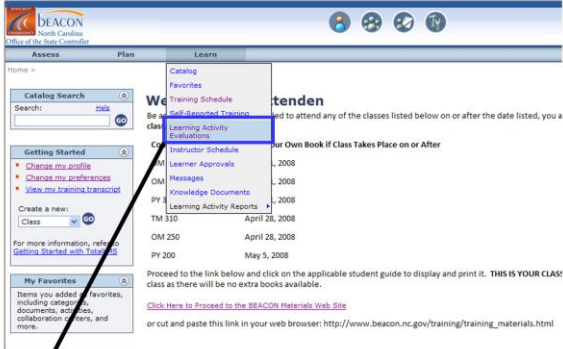
**Notes:**



## Level 1 – Course Evaluation

Level 1 evaluations are used by the OSC HR/Payroll Training Team to ensure students are experiencing their instruction in an environment and method that is conducive to learning.






## Level 1 Evaluations

The Level 1 class evaluation is accessed as shown above (**Learner Home Page > Learn > Learning Activity Evaluations**).

Ask your instructor if you have any difficulty accessing the course evaluation.

## Notes:

## Next Steps



**Monitor OSC HR/Payroll communication**

- BEST Shared Services web site (especially the Updates tab)
  - URL: <http://www.osc.nc.gov/BEST/>
- BEACON Training website: **What's New** link
  - URL: [http://www.osc.nc.gov/beacon/training/whats\\_new.html](http://www.osc.nc.gov/beacon/training/whats_new.html)


**Review conceptual materials**

**Access BEACON Help**

- Access from an SAP transaction
  - URL: <http://help.mybeacon.nc.gov/beaconhelp>

**Practice what you've learned**

- URL: <https://mybeacon.nc.gov>
- Client 899
- Use your current NCID user name and password



Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

## Notes:


Keep your training materials close by as a ready reference.

### **Want to practice what you have learned from your desk?**

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

### **Need transactional assistance?**

- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.



# CONGRATULATIONS



You have completed the course

Please complete your course evaluation!

**Notes:**